



# REPORT WRITING FOR TRAINERS

THIS COURSE IS SPECIFICALLY FOR 9-1-1 FIRST RESPONDERS WHO ARE TASKED WITH WRITING DAILY OR WEEKLY OBSERVATION REPORTS, ASSIGNED AS COMMUNICATIONS TRAINING OFFICERS, ADMINISTRATIVE ASSIGNMENTS OR RECENTLY PROMOTED SUPERVISORS OVERSEEING CTO'S OR NEWLY HIRED DISPATCHERS.



## LOCATION:

SUNNYVALE DEPARTMENT OF PUBLIC SAFETY  
700 ALL AMERICA WAY  
SUNNYVALE, CA 94086

## DATE

WEDNESDAY, MAY 29, 2024  
1100-1500 HOURS

## DETAILS:

STUDENTS RECEIVE 4-HOURS OF CPT CREDIT.

ELIGIBLE FOR CALOES ATA REIMBURSEMENT FOR 9-1-1 PSAPS POST PLAN NA. CCN 1301-22700-24-002

TUITION \$149

